



APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334. Attention: Scheduling Section.

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date 8-9-77	1. Agency Address Georgia Department of Agriculture Consumer Field Forces M. L. King Drive, S. W. Atlanta, Georgia 30334	Application Number 73-271-A	Date Received AUG 10 1977
Application Number 177	2. Person to Contact George Seaton	Working Title Assistant Commissioner	Date Completed SEP 6 1977
3. Action Requested a. <input type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input checked="" type="checkbox"/> Amend Application No. 73-271. Check One: <input checked="" type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest May 72 Latest Date	5. Records Series Title (followed by title used in office; if different) FOOD INSPECTION AND FIRM SANITATION REPORTS FILES <i>Agency Common</i>		
6. Division and Office Function What is the function of the Division and the Office in which this record series is created? The Consumer Protection Division is responsible for affording protection to the purchases and consumer of food items, fuel oil and bedding. It ascertains through inspection and laboratory analysis that food sold in the State is suitable for human consumption, conducts inspections of food establishments to prevent deceptive labeling, weighing and measuring. The Division is responsible for motor fuel testing and fuel pump calibration to insure that the quality of fuel meets specified standards and the quantity of fuel is accurately measured. It also regulates the manufacture and renovation of bedding. NOTE: <u>THIS AGENCY COMMON STANDARD APPLIES TO 5 DISTRICT OFFICES</u>			
7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: the enforcement of the Ga. Food Act and State Regulations governing manufacture, storage and sale of food items. Included are: Form No. 70-012-093 (Food Inspection and Firm Sanitation Report) which identifies the Food Firm Inspected, any violations noted by the inspector, and the inspector performing the inspection.			
File is arranged: by Districts, thereunder alphabetically by inspector by date of receipt.			
8. Monthly Reference Rate Daily How often are records referred to which are: One to six months old <u>seldom</u> ; Seven to twelve months old <u>0</u> ; Thirteen to twenty-four months old _____; twenty-five months and older _____?			
9. Annual Rate of Accumulation of Records Letter-size drawers <u>5</u> ; Legal-size drawers _____; Shelves _____; Other (specify) _____			

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	X	c. Is this a vital record?
	X	d. Does this series have historical or long term research value?
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
	X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

11. Retention Requirements

The following requires the series to be kept:

- | | | | |
|--------------------------|--------------|-----------------------------------|----------------------------------------|
| a. State Law | _____ years. | d. Audit period | _____ years. |
| b. Statute of limitation | _____ years. | e. Administrative need | <u>3 months</u> xxxx years. |
| c. Federal law | _____ years. | f. Federal retention instructions | _____ years. |

Attach copy or excerpt of laws or regulations. Explain administrative need. Reports have served their purpose after this period. 1-

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☐ Fiscal year; ☒ Other Monthly then,

- ☒ Hold in the current files area 3 month(s) _____ year(s); then
- ☐ Transfer to local holding area, hold _____ year(s); then
- ☐ Transfer to State Records Center; hold _____ year(s); then
- ☒ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☐ Other (Specify) _____

Earlier distruction is authorized.

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date												
<i>Ellis D. Sike</i>	Aut 8, 77	<i>Ellis D. Sike</i>	8-8-77												
<p>Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)</p> <table border="1"> <thead> <tr> <th colspan="2">State Records Committee (Signature)</th> <th>Date</th> </tr> </thead> <tbody> <tr> <td>State Auditor/Designee</td> <td><i>[Signature]</i></td> <td>9-2-77</td> </tr> <tr> <td>Secretary of State/Designee</td> <td><i>Carroll Hart</i></td> <td>9-1-77</td> </tr> <tr> <td>Attorney General/Designee</td> <td><i>R. D. Shree</i></td> <td>9-2-77</td> </tr> </tbody> </table>				State Records Committee (Signature)		Date	State Auditor/Designee	<i>[Signature]</i>	9-2-77	Secretary of State/Designee	<i>Carroll Hart</i>	9-1-77	Attorney General/Designee	<i>R. D. Shree</i>	9-2-77
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Secretary of State/Designee	<i>Carroll Hart</i>	9-1-77													
Attorney General/Designee	<i>R. D. Shree</i>	9-2-77													



STATE
OF
GEORGIA

Application for
RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE
DEPARTMENT OF ARCHIVES & HISTORY
RECORDS MANAGEMENT DIVISION

PAGE
1

313-15

1. Application Date 4/3/73	INSTRUCTIONS See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention Records Management Officer.	FOR RECORDS MANAGEMENT DIVISION USE	
2. Agency Application No. 97		Date Received APR 25 1973	Application No. 73-271 Date Completed MAY 1 1973
3. AGENCY, Division, Subdivision & Administering Office Address Georgia Department of Agriculture Consumer Protection Division - Field Inspection Forces 19 Hunter Street, S.W. Atlanta, Georgia 30334		4. Person to Contact George Seaton <i>yes</i>	
		5. WORKING TITLE Director	6. TEL. NO. 656-3627

7. ACTION REQUESTED *Amend #117, 5/2/72.*

☒ ESTABLISH DISPOSITION STANDARD; RECORD WILL CONTINUE TO ACCUMULATE. ☐ DISPOSE OF PRESENT ACCUMULATION; NO FURTHER ACCUMULATION ANTICIPATED.

8. Earliest & Latest Dates of Series May 72 to Date	9. Exact Series Title FOOD INSPECTION AND FIRM SANITATION REPORTS FILES
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10. What is the function of the office in which this record series is created?

The Consumer Protection Division is responsible for affording protection to the purchases and consumer of food items, fuel oil and bedding. It ascertains through inspection and laboratory analysis that food sold in the State is suitable for human consumption, conducts inspections of food establishments to prevent deceptive labeling, weighing and measuring. The Division is responsible for motor fuel testing and fuel pump calibration to insure that the quality of fuel meets specified standards and the quantity of fuel is accurately measured. It also regulates the manufacture and renovation of bedding.

NOTE: THIS AGENCY COMMON STANDARD APPLIES TO 5 DISTRICT OFFICES

11. This file contains the following documents (include form numbers and titles, if any, and file arrangement).

Documents relating to the enforcement of the Ga. Food Act and State Regulations governing manufacture, storage and sale of food items.

Included is: Form No. 70-012-093 (Food Inspection and Firm Sanitation Report) which identifies the Food Firm Inspected, any violations noted by the inspector, and the inspector performing the inspection.

Files is arranged by Districts, thereunder alphabetically by inspector by date of receipt.

ATTACH SAMPLES OF THE FILE

EQUIPMENT OCCUPIED		No. of Drawers	Cu. Ft. of Records	ANNUAL RATE OF ACCUMULATION	No. of Drawers		Cu. Ft. of Records	
Letter-size File Drawers		6	9		4	6		
Legal-size File Drawers				Floor Space Occupied (Square Feet)	In Office(s)		In Storage Area(s)	
				AVERAGE DAILY REFERENCED	This Year's	Last Year's	Preceding Year's	All Prior Years
					10			

QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain

YES NO

13. Is this the Record Copy of the series? ☒ [] []
14. Is there a duplication of this series in another office or agency? ☒ [] []
Copy in Licensed Food Firms Files
15. Is the information contained in this series ever summarized or published? ☐ [] [x]
Attach copy of summary or publication.
16. Does the series contain classified information requiring security handling? ☐ [] [x]
17. Does the series initiate, amend or terminate agency policies and procedures? ☐ [] [x]
18. Could the function be performed if the files were lost or destroyed? ☒ [] []
19. Is the series (or major portion of it) regularly microfilmed? If yes, why? ☐ [] [x]
20. Does the record series provide data as input to an EDP file? ☐ [] [x]
21. Does the record series contain documentation produced as EDP printout? ☐ [] [x]
22. Has the Federal Government issued instructions governing the retention/disposition of these files? ☐ [] [x]
23. Will there be a need for these records 10, 15 years from now? If yes, what? ☐ [] [x]

24. REQUIREMENTS. The following requires the files to be kept 3 years:

- a. ☐ STATE LAW b. ☐ STATUTE OF LIMITATION c. ☐ AUDIT PERIOD d. ☒ FEDERAL LAW e. ☐ ADMINISTRATIVE DECISION f. ☐ HISTORICAL VALUE
(Cite Law, Statute, or other reason for the retention requirement)

US Dept of Agriculture Consumer and Marketing Service Instruction 910-2 dated April 30, 1970.

25. AGENCY RECOMMENDATIONS. This agency recommends that the file series be cut off at the end of each ☐ CALENDAR YEAR ☒ FISCAL YEAR ☐ OTHER _____, then:

- ☐ Hold in the current files area _____ month(s)/_____ year(s):
☐ Transfer to ☐ State Records Center ☐ Local Holding Area; hold _____ year(s):
☐ Destroy.
☐ Transfer to State Archives for permanent retention.
☐ Destroy immediately after cut-off.
☒ Other: (Specify)

Hold in current files area for 3 years or until Federal Audit, whichever is first, then destroy.

(Indicate briefly rationale for recommendations above/or write additional remarks):

Records Management Officer (Signature) <i>Ellis D. Sikes</i>	Date 4/2/73	OTHER REQUIRED SIGNATURES	DATE
26. Recommendations in paragraph 25 are:	Agency Head/Designee <input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>Ellis D. Sikes</i>	4/2/73
	State Auditor/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>William M. Dixon</i>	4-30-73
STATE RECORDS COMMITTEE	Secretary of State/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>Carroll Hart</i>	4-24-73
	Attorney General/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>Robert Sheel</i>	4-30-73